



City of Hampton
PERSONNEL ADMINISTRATIVE PROCEDURES

DATE: September 5, 1979	CHAPTER 6	PAI No. 1
REFERENCES: Chapter 6, Section IX, A	SUBJECT: Service Awards	
<p>I. <u>General:</u> This instruction establishes the program for presentation of Service Awards. It applies to all permanent full-time employees.</p> <p>II. <u>Service Awards:</u> Service Awards shall consist of a pin denoting membership in the City's 1610 Club and will be accompanied by a certificate signed by the Mayor, the City Manager, and the employees' department head.</p> <p>III. <u>Eligibility:</u> The Department of Human Resources will determine eligibility for service Awards. The criteria for eligibility will be based on length of permanent full time service, with the first award being presented after 5 years of creditable service as a permanent full time employee, and at the completion of each 5 years of creditable service thereafter. The Department of Human Resources will be responsible for notifying the appropriate department heads of employees eligible to receive the awards. The awards will be given on an annual basis and the cut-off date for eligibility will be December 31.</p> <p>IV. <u>Presentation of Awards:</u> The City Manager will present awards to employees with twenty (20) or more years of service. Department heads will be responsible for the presentation of all other awards to employees in their respective departments.</p>		
Approved By:		Page 1 of 1
		Revision Date: June 11, 2003